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# Codema Pharma

## Ratings

### COMMUNICATION ASSISTANT – JOB DESCRIPTION

#### **Job Title**

Communication Assistant – full time

#### **Reports to**

The Communication Assistant will report to the Communication Officer

**Mission:** Implementing an information process aiming at reaching a reasonable level of understanding by manufacturers of pharmaceutical substances (APIs and intermediates) about our service

#### **Job Overview**

Communication is a key activity within CODEMA PHARMA in order to reach a reasonable level of understanding about the Evaluation Service which the Company offers, by the manufacturers of pharmaceutical substances and by EU pharma companies. Implementing with success direct communication with the potential customers – and users of the Service - offers in the future interesting upgrade within the Company

#### **Responsibilities and Duties**

- Full and complete understanding about CODEMA PHARMA evaluation service
- Searching manufacturers of specific substances through the worldwide digital pharma databses
- Contacting Chinese manufacturers of pharma substances by email and by phone
- Identifying suitable subjects within the manufacturers companies
- Opening a channal of communication in order to explain about our service and added values
- Arranging web meetings with employees of manufacturers, in order to share presentations and other materials and duly explaining the Evaluation Service and its procedures
- Transferring interested manufacturers to auditors in order to arrange on site audits
- Reporting about activity carried out
- Arranging and managing agenda

#### **Qualifications**

- Graduation
- Accepted junior graduated with short work experience
- Required impressive motivation in reaching specific results and targets
- Very precise and formal
- Proactive and convincing, including phone calls
- Chinese native – English fluent –

Contract and Economic Conditions

- One month trial
- Full time
- Basic salary plus bonus scheme upon results and reaching targets

Contact Person :

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